



Request for quotation

Layout, design, proof-reading, editing and printing of the 2022/2023 ESCo Register Booklet

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder

Date

RFQ Number	3522
Date of RFQ	10th February 2023
SANEDI Contact	All enquiries and RFQ submissions must be directed to : Name: Ms. Nondumiso Buthelezi e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Required response date and time for quotation	17th February 2023 at 11:00 am
Submission e-mail	quotes.procurement@sanedi.org.za . Only electronic submissions sent on this email will be considered. No manual submission will be accepted.
Work specification (and Technical specifications)	<p>Project Background</p> <p>The South African National Energy Development Institute (SANEDI) in collaboration with the Department of Mineral Resources and Energy (DMRE) have established a national register for Energy Service Companies (ESCO register). The ESCo register is an important tool to facilitate the market development and growth of ESCo's in South Africa and will be utilized by both the public and private sector organizations to identify, plan, develop, finance or implement energy efficiency projects, including energy efficiency demand side management (EEDSM) and small-scale renewable energy embedded generation. Furthermore, the register is set to be regularly reviewed and updated, ensuring the relevance thereof, but also providing ESCo's with the opportunity to achieve a higher classification level as they mature.</p> <p>Project objectives</p> <p>The key important aspect of the ESCo market development is to build a resilient energy service sector capable of supporting transition and capacity building for smaller companies in the market. The design of the booklet will be part of the promotional activities for the ESCo market development aimed at profiling the different ESCo companies on the SANEDI ESCo register and it will provide an overview of what the companies capabilities are in the energy sector.</p>

Scope of works

The first ESCo booklet was published in 2019 which included the registered ESCo companies who were classified as Tier 1 and Tier 2 status. As for the 2023 2nd edition of the ESCo booklet it will include Tier 1, Tier 2 and Tier 3 registered ESCo's (Tier 1 are fully qualified ESCos, Tier 2 are partially qualified ESCo's which need some further incubation and Tier 3 are ESCo's which are rather young or a start-up).

There are 29 ESCo companies who have responded to participate in being profiled on the ESCo booklet and all have been requested to submit 1 page of their company information to be profiled. When the ESCo booklet is designed the layout of the company information need to all be standard, interactive and in the same layout.

NB: SANEDI to own the final design.

Specification
Design of the ESCo Booklet
Design and layout of the ESCo register booklet. Design work should include format/style, layout including type, setting, styling, color, placement of photos/logo/art, etc. with due consideration of SANEDI's corporate identity manual.
Source of suitable stock images to be used in the booklet (as required).
Language editing services i) scrutinize the draft document and correct for errors in grammar, spelling, syntax, punctuation and use of English, and ii) edit the document to improve the flow, clarity and impact of the information presented.
Final proof reading of digital ready copies.
ESCo Register Booklet to the following specifications: <ul style="list-style-type: none">- A4 Portrait Books- Cover printed in full colour both sides on 250gsm Gloss Art.- Inside pages text to be printed in full colour throughout on 128gsm x 160 pages matte.- Finishing: Perfect binding and trimmed to size and bulk packed.- The booklet pages will depend on information provided- 300 booklets printed once the final design has been approved
Produce A4 colour digital copies of the laid-out document for final review and sign-off
To create QR code for the booklet

4. Project duration: N/A

Required qualifications

The bids received will be evaluated in BBB-EE and price.

and experience (Technical Evaluation Criteria)

Terms and Conditions
 The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za.
 New suppliers are requested to apply for registration as suppliers on the database as no RFQs will be considered without suppliers firstly being registered on the supplier database.

Preferential procurement system
The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000
 The points scored out of 80 should be calculated according to the following formula:

(i) The 80/20 preference point system

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

where
 P_s = Points scored for price of tender under consideration.
 P_t = Price of tender under consideration; and
 P_{min} = Price of lowest acceptable tender.

The maximum score for this bid shall be awarded as follows:

POINTS	PRICE
BBBEE Status level of Contribution	20
Points for price	80
Total points for price and BBBEE do not exceed	100

Quoted Price excluding Disbursements VAT inclusive (Attach a formal quotation on company official letterhead to this RFQ)
 R

Discounted amounts
 R

Disbursements VAT inclusive
 R

Total Amount VAT inclusive

R

Other Requirements

The supplier must submit the following returnable schedules:

Pricing schedule

Attach SBD9, SBD 4 and BBBEE Bid Declaration

Attach valid tax clearance

Certified BBBEE certificate

Forms are available on www.sanedi.org.za

CSD report

SBD 4: Bidder’s Declaration of Interest

	<p>Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where</p> <ul style="list-style-type: none"> - the bidder is employed by the state; and/or - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>

COMPANY & REPRESENTATIVE DETAILS	
Full Name of bidder or his or her representative	
Identity Number	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement or trust	
Tax Reference Number	
VAT Registration Number	

DECLARATIONS	YES	NO
Are you or any person connected with the bidder presently employed by the state?		

	If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member		
	Name of state institution at which you or the person connected to the bidder is employed :		
	Position occupied in the state institution		
	Any other particulars:		
	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
	If yes, did you attach proof of such authority to the bid document? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>		
	If no, furnish reasons for non-submission of such proof:		
	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
	If so, furnish particulars:		
	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		

“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

”Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

DECLARATION OF INTEREST

I, the undersigned (name).....

Certify that the information furnished in this declaration is correct and I accept that SANEDI may reject the bid or act against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

SBD 9: Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for
in response to the invitation for the bid made by SANEDI do hereby make the following statements that I certify to be true and complete in every respect:

I therefore certify, on behalf of that I have read and I understand the contents of this Certificate;

1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
4. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

B-BBEE Bid Declaration

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:		
B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED (Points claimed for BBEE must be substantiated by means of a certified B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).		Points Claimed
SUB-CONTRACTING	YES	NO
Will any portion of the contract be sub-contracted?		
If yes, indicate: what percentage of the contract will be subcontracted?	%	
the name of the sub-contractor?		
the B-BBEE status level of the sub-contractor?		
is the sub-contractor an EME?		

I, the undersigned (full name).....

Certify that the B-BBEE information furnished on this declaration form is true and correct and attach a current broad-based black economic empowerment certificate as verified by an accredited agency.

i accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date